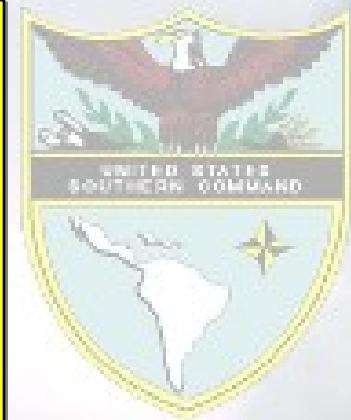




Installation Management Command U. S. Army Garrison - Miami

Passport and Visa Office



“Passport Services”

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PASSPORT AND VISA OFFICE



Passport Agents

Mr. George Rivera, Chief Passport and Visa Office

Telephone (305) 437-2751 Cell: 786-236-3224
E-mail: jorge.rivera@hq.southcom.mil

Mr. Luis Torres, Passport and Visa Specialist

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Mrs. Julia Mitchell, Passport and Visa Specialist

Telephone (305) 437-1305 **UNCLASSIFIED**

E-mail: julia.mitchell@hq.southcom.mil



PASSPORT AND VISA OFFICE



How to Apply for Official

Passport

Preparing DS-11 (follow the instructions below):

Go to www.travel.state.gov, click on passport, forms, select DS-11, select complete DS-11 online, complete Personal information, “When answering previous passport Select “NONE”, complete the rest of the application, select Fees for \$135, go to next page, check the acknowledge box Create form, print pages 5 and 6 only. “DO NOT TRY TO PRINT FROM PREVIEW” “SIGN IN FRONT OF PASSPORT AGENT”.

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PASSPORT AND VISA OFFICE



How to Apply for Official Passport (Continuation)

Bring the following documents along with DS-11:

- 1)Original Birth Certificate or valid or expired tourist passport, Naturalization Certificate or Certificate of Birth Abroad as proof of US Citizen
- 2)Copy of CAC Card (both sides)
- 3)Memorandum requesting issue of official passport signed by the supervisor or copy of PCS/TDY orders
- 4) Copy of Marriage Certificate (Females only)

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PASSPORT AND VISA OFFICE



How to Renew Official Passports Preparing DS-82 (Request for Renewal)

Go to www.travel.state.gov, click on passport, forms, select DS-82, complete DS-82 online, complete personal information, select for \$110, go to next page, check the acknowledge box, create form, print pages 5 and 6 only.

“DO NOT TRY TO PRINT FROM PREVIEW”

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PASSPORT AND VISA OFFICE



How to Renew Official Passports (Continuation)

Bring the following documents along with DS-82:

- 1)Official Passport to be renewed
- 2)Copy of CAC Card (both sides)
- 3)Memorandum requesting renewal of official passport signed by the supervisor or copy of PCS/TDY orders

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PASSPORT AND VISA OFFICE



How to Apply for a No-Fee (Blue)

Passport

Preparing DS-11 for No-Fee (Blue) Passport
(follow the instructions below):

Go to www.travel.state.gov, click on passport, forms, select DS-11, select complete DS-11 online, complete Personal information, “When answering previous passport Select “NONE”, complete the rest of the application, select Fees for \$135, go to next page, check the acknowledge box Create form, print pages 5 and 6 only. “DO NOT TRY TO PRINT FROM PREVIEW” “SIGN IN FRONT OF PASSPORT AGENT”.

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PASSPORT AND VISA OFFICE



How to Apply for a No-Fee (Blue) Passport (Continuation)

Bring the followings documents along with DS-11:

- 1)Copy of PCS Orders
- 2)Copy of Sponsor ID Card (both sides)
- 3)Copy of applicant's ID Card (both sides)
- 4)One Original Document of the following documents:
Birth Certificate, valid or expired tourist
Passport, Naturalization Certificate or Certificate of Birth
Abroad
- 5)Minors under 16 must have a DS-3053 signed by the
absent parent and must be notarized

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PASSPORT AND VISA OFFICE



Passport Services Basic Information

Office is located at USSOUTHCOM Installation Services Center, Military One Stop, Office A1099, 9301 NW 33rd Street, Doral, Florida 33172

Hours of Customer Service for Passport Services: 0800 to 1100 hours & 1430 to 1600 hours, Monday thru Friday
(No appointments needed)

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PASSPORT AND VISA OFFICE



Passport Services Basic Information

- Office processes only Diplomatic, Official and Family No-Fee (Blue) Passports for official travel
- Official Passports are the property of the US Government and must be returned to the Passport Office upon request
- Passport Processing Times - 30 business days for Routine Services, 15 business days for Expedited Services
- Do not make any ~~travel~~ arrangement until receipt of the official/diplomatic passport



PASSPORT AND VISA OFFICE



Passport Services Basic Information

- Make copy of the information page in your passport
(Very Useful to request your APACS)
- Report the lost of your passport immediately
- Be aware of numbers of pages available for visas in your Official passport
- Visas are not granted by consulates if passport expires within 6 months

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PASSPORT AND VISA OFFICE



Passport Services Basic Information

- Must use a Memorandum to Request Passport Services
- Diplomatic Passport must be returned before obtaining an official passport
- Family members applying for a No-Fee passport must be present at our office with the sponsor
- Basic Information for Passport/Visa Processing can change
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Overnight



PASSPORT AND VISA OFFICE



Passport Services Basic Information

- Meeting the requirements for issue of official passport is the applicant's responsibility
- Always call the Passport & Visa Office to obtain the latest information about the procedures (305) 437-2750/2751
- Head of Department must request emergency passport services
- Website for Passport Office:
www.southcom.mil (Select Military/Family services and select Passport and Visa link)
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PASSPORT AND VISA OFFICE



QUESTIONS



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